

## COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: JENNIFER STEIGER

Date Prepared: Oct 17, 2014

Point of Contact: JENNIFER STEIGER

Phone Number 520-432-9402

Department: Health

### PRIMARY GRANT

Primary Grantor: ADHS

CFDA:  
www.CFDA.gov

Grant Title: MATERNAL, INFANT & EARLY CHILDHOOD HOME VISITING (MIECHV)

Grant Term From: Oct 1, 2014

To: Sep 30, 2015

Total Award Amount: 90,000

New Grant: ☐ Yes ☒ No

Grant No.: IGA#: ADHS14-053682

Amendment No.: 2 (PO FUNDING RENEWAL)

Funding No.: 245

If new, Finance will assign a funding number.

Strategic Plan: Health & Wellbeing

District: CW

Mandated by Law? ☐ Yes ☒ No

Number of Positions Funded: 0

Asset(s) Acquired:

Briefly describe the purpose of the grant.

This new contract is intended to provide funding for CHSS to participate and administer the new CHSS, SVRHC, CFR, MEICHV collaborative efforts, through planning, coordination and support of the effort.

If this is a mandated service, cite the source. If not mandated, cite indications of local customer support for this service.

PRIMARY FUNDING SOURCE:

Funding Year:  Federal Funds 332.100   
State Funds 336.100   
County Funds 391.000   
Other Funds:   
Total Funds:

Funding Year:  Federal Funds 332.100   
State Funds 336.100   
County Funds 391.000   
Other Funds:   
Total Funds:

Funding Year:  Federal Funds 332.100   
State Funds 336.100   
County Funds 391.000   
Total Revenue:

Has this amount been budgeted? ☒ Yes ☐ No

Method of collecting funds: ☐ Lump Sum ☐ Quarterly ☐ Draw ☒ Reimbursement

Is revertment of unexpended funds required at the end of grant period? ☐ Yes ☒ No

(a) Total A-87 Cost Allocation:  (b) Amount of overhead allowed by grant:

County Subsidy (a) - (b):

Does Grantor accept indirect costs as an allowable expenditure? ☐ Yes ☒ No

If yes, dollar amount or percentage allowed:

Second Grantor:

Grant Term From:  To:

Secondary Award Amount:

Grant No.:

Amendment No.:

Funding Year:  Federal Funds 332.100

State Funds 336.100

County Funds 391.000

Other Funds:

Funding Year:  Federal Funds 332.100

State Funds 336.100

County Funds 391.000

Other Funds:

Total Revenue:

Has this amount been budgeted? ☐ Yes ☐ No

Method of collecting funds: ☐ Lump Sum ☐ Quarterly ☐ Draw ☐ Reimbursement

Is revertment of unexpended funds required at the end of grant period? ☐ Yes ☐ No

(a) Total A-87 Cost Allocation:  (b) Amount of overhead allowed by grant:

County Subsidy (a) - (b):

Does Grantor accept indirect costs as an allowable expenditure? ☐ Yes ☐ No

If yes, dollar amount or percentage allowed:

Is County match required? ☐ Yes ☐ No

County Match Source:

County match dollar amount or percentage:

Signature: J. STEIGER

\_\_\_\_\_

Board Approval:

\_\_\_\_\_

Date

\_\_\_\_\_

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Print Form

Submit by Email to Finance

Please e-mail completed form to Finance ldevore@cochise.az.gov.

**NOTE: Once approved by the Board of Supervisors, the department is responsible for sending a copy of the fully executed grant document to the Finance Department**

## Executive Summary Form

### **Agenda Number: HLT (Maternal, Infant and Child Home Visiting)**

#### **Recommendation:**

Approve renewal IGA#: ADHS14-053682, Maternal, Infant & Early Childhood Home Visiting (MIECHV), between the Arizona Department of Health Services (ADHS) and Cochise Health & Social Services (CHSS) in the amount of \$90,000 for the period 10/01/14 – 09/30/15.

**In February 2013** ADHS MIECHV held a collaboration meeting in Cochise County to review the size and scope and reach of home visiting programs in the area. Supervisors and workers from 6 different agencies and programs attended this meeting and provided ADHS MIECHV with input regarding the needs of families with young children and the ability of current home visiting programs to meet these needs. (Collaborative agencies/programs include: Cochise Health & Social Services, UofA Cooperative Extension, Easter Seals Blake Foundation, Child & Family Resources, Inc., Fort Huachuca Parent Support Program and Child Parent Centers of AZ)

**In March 2013**, the supervisors of those same 6 programs gathered together on their own to discuss streamlining our referral processes and addressing duplication of services, in order to make sure all eligible families in Cochise County could access home visiting services. This group, self-named “Cochise Home Visiting Collaboration” has met monthly since then and made progress in both referral process and duplication of service and have added other issues including training for home visitors and improving the working relationships with Child Protective Services and Behavioral Health services.

**In April 2013**, ADHS MIECHV offered to fund our collaboration. A Scope of Services was drawn up and a staffing plan was created to provide 50% time in direct service providing outreach and recruitment and 50% time as coordinator of the collaboration, including running meetings, providing community marketing to raise awareness of availability of home visiting services and planning/scheduling training for home visiting staff. CHSS decided to subcontract the majority of this work to Child & Family Resources, Inc. (CFR) as they have a contract with First Things First in Graham/Greenlee counties to supervise the coordination of the home visiting collaboration. Thus CFR will be able to “co-supervise” both coordinator positions, which will enhance the efficiency and effectiveness of both collaborations.

#### **Fiscal Impact & Funding Sources:**

This is a grant-funded, fixed price program from the Arizona Department of Health Services. The entire award to CHSS through the MIECHV IGA ADHS14-053682 is in the amount of \$90,000. *The ADHS MIECHV IGA is a separate Consent Item on this agenda.*

## Executive Summary Form

\$80,780 will be subcontracted to Child & Family Resources to provide the staff position and immediate supervisory oversight for this project. \$9,220 will be used by Cochise Health & Social Services to provide grant management and fiscal oversight of the project.

The net county subsidy is calculated as follows (based on approved salaries/EREs):

|   |                        |
|---|------------------------|
| <b>Projected Salaries/EREs</b>          | <b>\$63,777</b>        |
| <b>A-87 Overhead at 44.44%</b>          | <b>\$28,342</b>        |
| <b><u>Authorized overhead @ 20%</u></b> | <b><u>\$12,755</u></b> |
| <b>Net County Subsidy</b>               | <b>\$15,587</b>        |

### **Next Steps/Action Items/Follow-up:**

Your approvals are respectfully requested.

### **Impact of Not Approving:**

Without approval of this funding, the Cochise Home Visiting Collaboration will be limited in the scope of improvements in referral and service coordination, and worker training, that will be able to be made to the matrix of home visiting services provided to over 750 families in Cochise County.



# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

Page 1 of 1

ProcureAZ Purchase Order No.: ADHS14-053682:2  
Organizational Reference No.: E0197374  
Issued: 10/10/2014

|                            |                                  |
|----------------------------|----------------------------------|
| V<br>E<br>N<br>D<br>O<br>R | Vendor Number: 000015299         |
|                            | Cochise County Health Department |
|                            | 1415 Melody Lane                 |
|                            | Building A                       |
|                            | Bisbee, AZ 85603                 |

Contract No.: ADHS14-053682  
Title: MIECHV Home Visiting Services

|                            |   |  |
|----------------------------|---|--|
| S<br>H<br>I<br>P<br>T<br>O | Arizona Department of Health Services<br>Bureau of Women and Children's Health<br>150 N. 18th Avenue, Suite 320<br>Phoenix, AZ 85007<br>US<br>Email: <a href="mailto:procure@azdhs.gov">procure@azdhs.gov</a> |  |
|                            | (602) 364-1400  |  |
|                            | B<br>I<br>L<br>L<br>T<br>O  | MAIL INVOICE IN DUPLICATE TO:<br>Arizona Department of Health Services<br>Bureau of Women and Children's Health<br>150 N. 18th Avenue, Suite 320<br>Phoenix, AZ 85007<br>US<br>Email: <a href="mailto:procure@azdhs.gov">procure@azdhs.gov</a> |
|                            |   | (602) 364-1400   |

### Release Instructions

TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Account Code: 14-92451-43400-6811- -----

Payment Terms:

Solicitation (Bid) No.:

Shipping Terms:

Delivery Calendar Day(s) A.R.O.: 0

| Item | Description   | Requisition | Quantity | Unit  | Unit Price   | Total        |
|------|---|-------------|----------|-------|--------------|--------------|
| 1    | <p>Class-Item 952-81</p> <p>PO EFFECTIVE 10/1/14 - 9/30/15 *** CONTRACT EFFECTIVE 7/1/13 - 9/30/15 *** CONTRACTOR TO INVOICE ACCORDING TO CONTRACT PRICE SHEET AS FOLLOWS: PERSONNEL = \$43,060.00 ***ERE = \$9,000.00 ***PROFESSIONAL &amp; OUTSIDE SERVICES = \$1,000.00 *** TRAVEL EXPENSE = \$1,335.00 ***OCCUPANCY EXPENSE = \$2,400.00 *** OTHER OPERATING EXPENSE = \$28,957.00 *** CAPITAL OUTLAY EXPENSE = \$0.00 *** INDIRECT (IF AUTHORIZED) = \$4,248.00 *** THIS LINE TOTAL = \$90,000.00 ***** MIECHV</p> |             | 1.00     | TOTAL | \$ 90,000.00 | \$ 90,000.00 |

TOTAL: \$ 90,000.00

Approved By: Dee Viahos

Phone No.: (602) 364-1425